ADT/R V. 5.3

PREREGISTRATION

RELEASE NOTES

Patch DG*5.3*109

May 1997

Department of Veterans Affairs
Technical Services
Management Information Products Group

Purpose

Patch DG*5.3*109 is part of the MCCR reengineering effort to improve the business process by which patient information is updated and patient billing is improved. This process generates a daily call list of upcoming patient appointments coupled with a List Manager interface. It allows clerks to call the patients on the Preregistration Call List prior to their appointments and update demographic and insurance data over the phone. This ensures accurate data prior to the appointment (assuming that the patient has access to any needed records at home).

New Files

The following new files are being distributed:

File Number	File Name	Global
41.41	PRE-REGISTRATION AUDIT	^DGS(41.41
41.42	PRE-REGISTRATION CALL LIST	^DGS(41.42
41.43	PRE-REGISTRATION CALL LOG	^DGS(41.43

Security Keys

This patch includes the following two new security keys:

DGPRE EDIT
Allows users to access the load/edit screens through the use of preregistration options, and to use the calling list to perform patient preregistration updates.

DGPRE SUPV
Allows users to access the Supervisor Preregistration Menu.

User Menus and Options

The following Preregistration user menus and options are exported with Patch DG*5.3*109. Please see the PIMS (MAS) V. 5.3 User Manual for information about using these options.

```
Preregistration Menu (DGPRE PRE-REGISTER MENU)
|
|
-----------------------------------------CALL Display Preregistration Call List
                                               [DGPRE DISPLAY CALL LIST]
                                               **LOCKED: DGPRE EDIT**


--OUT Outputs for Preregistration -------------- Calling Statistics Report [DGPRE
      [DGPRE PRE-REGISTER OUTPUTS]               CALL STATS]
           |
           |---------------------------------- Print Preregistration Audits
                                               [DGPRE PRE-REGISTER AUDIT RPT]


---SU Supervisor Preregistration Menu ---------- Add New Appointments to Call List
      [DGPRE SUPV MENU]                          [DGPRE UPDATE CALL LIST]
      **LOCKED: DGPRE SUPV**
           |
           |---------------------------------- Clear the Call List [DGPRE CLEAR
           |                                   CALL LIST]
           |
           |---------------------------------- Purge Call Log [DGPRE PURGE CALL
           |                                   LOG]
           |
           |---------------------------------- Purge Contacted Patients [DGPRE
                                               PURGE CALL LIST]


------------------------------------------------ Patient Inquiry [DGPRE
                                                 PRE-REGISTER PATIENT INQ]

------------------------------------------------ Preregister a Patient [DGPRE
                                                 PRE-REGISTER OPTION]
                                                 **LOCKED: DGPRE EDIT**
```

Background Job

The Preregistration Nightly Job [DGPRE PRE-REGISTER NIGHT JOB], which does not appear on the menu, is the scheduled option that scans for future appointments. It uses the following parameters from the MAS PARAMETERS file #43:

Parameter Name	Field #
PRE-REGISTRATION SORT	1100.01
DAYS BETWEEN CALLS	1100.02
BACKGROUND JOB FUNCTION	1100.03
DAYS TO MAINTAIN LOG	1100.04
DAYS TO PULL APPOINTMENT	1100.05
RUN FOR WEEKEND	1100.06
CLINIC EXCLUSION	1110, (Multiple)
ELIGIBILITY EXCLUSION	1120, (Multiple)

The parameters should be set after the KIDS build through the MAS Parameter Entry/Edit menu option [DG PARAMETER ENTRY]. Values are set at your site's discretion. Suggested values are:

PRE-REGISTRATION SORT:	P (Patient Name)
DAYS BETWEEN CALLS:	90
BACKGROUND JOB FUNCTION:	PA (Purge called and add new)
DAYS TO MAINTAIN LOG:	30
DAYS TO PULL APPOINTMENT:	14
RUN FOR WEEKEND:	NO

E-Mail Notification

The Preregistration Nightly Job background option generates an e-mail notification to the DGPRE PRE-REG STAFF mail group. The following is an example of how the notification will look if sent to a printer.

```
Subj: PRE-REGISTRATION NIGHTLY JOB REPORT  [#137531] 12 Feb 97 06:15  17 Lines
From: KOPECKY,STEPHEN C  in 'IN' basket.   Page 1
-----------------------------------------------------------------------------

Running: Add New Patients to Call List for 2/13/97

       Total Entries Scanned: 4
   Called within Time Window: 2
                  Inpatients: 0
         Exclusions by Clinic: 1
   Exclusions by Eligibility: 0
          Exclusion for Death: 0

    Total Entries Added to Call List: 0
Total Entries Updated with New Appt.: 1

2 Called Patients Purged.

Running: Purge Call Log.
Number of Entries Deleted From Call History: 0
```

Mail Group

Patch DG*5.3*109 creates a new mail group, DGPRE PRE-REG STAFF. Members of this mail group will receive the status reports from the Preregistration Nightly Job. *Please note: At least one member needs to be assigned to this group. Usually, this will be the Preregistration Coordinator or Supervisor.*